



Wichita Police Department Policy Manual

Approved by:

Policy 203 – Compensation

Page 1 of 2

Maintained by: Fiscal Affairs

Issue/Rev.: R 9-24-2009

OVERTIME PAY

- 203.01 R Overtime policy for members of the Department shall be consistent with the City of Wichita Human Resources Manual and the current Memorandum of Agreement between the City of Wichita and the individual bargaining units.
- 203.02 A supervisor shall authorize overtime prior to it being worked.
- 203.03 R Requests for overtime pay shall be logged on the WPD Overtime/Comp Time Log [WPD Form 321-019] by the employee, which shall be maintained by each bureau. The approving supervisor shall initial the overtime entry in the appropriate box. The supervisor will also enter the overtime into the overtime database on the Police Secure Portal by the end of the shift.
- 203.04 Overtime shall be paid in fifteen-minute (15) increments.
- 203.05 R Members authorized to receive overtime who are required to appear in court on their off-duty time shall check in and out with the appropriate court liaison officer. The court liaison officer shall enter the names of employees to be paid court overtime into the overtime database on the Police Secure Portal by the end of each workday. A minimum of two (2) hours of overtime shall be granted to off-duty, "non-exempt" members attending court, unless court time is in conjunction with the beginning or end of the employee's regular shift.
- 203.06 Overtime pay for Department members who are summoned to come to Municipal Court by the staff of the Court Liaison Section shall be compensated in the following manner:
- A. Off-duty members who are notified to attend court immediately (within 50 minutes of notification) shall receive a minimum of two hours overtime, starting from the time of notification.
 - B. Off-duty members who are notified to attend court immediately (within 50 minutes of notification) but then are subsequently disregarded shall be paid for two hours of overtime, starting from time of notification.
 - C. Off-duty members who are notified to attend court immediately (within 50 minutes of notification) but then are subsequently disregarded and go on duty within two hours of notification shall be paid overtime from the time of notification to the time he or she goes on duty.
 - D. When a Municipal Court appearance begins before and extends into a normal tour of duty, members shall be paid overtime from the time of notification and for the actual off-duty time spent in court.
 - E. When a Municipal Court appearance begins during and extends beyond a normal tour of duty, members shall be paid for the actual off-duty time spent in court
- 203.07 Overtime pay for Department members who are summoned to come to all other Court venues by the staff of the Court Liaison Section shall be compensated in the following manner:
- A. Members who are notified to attend court while off duty shall receive a minimum of two hours overtime, starting from the ordered time of arrival;
 - B. Members who are notified to attend court while off duty and are subsequently disregarded less than 50 minutes before the appearance time shall be paid two hours of overtime;
 - C. When a required court appearance begins before and extends into, or begins during and extends beyond a normal tour of duty, the employee shall be paid overtime for the actual off-duty time spent in court.

COMPENSATORY (COMP) TIME

- 203.08 R The Comp Time policy for members of the Department shall be consistent with the City of Wichita Human Resources Manual and the current Memorandum of Agreement between the City of Wichita and the individual bargaining units; including individuals holding the rank of Lieutenant.
- 203.09 Comp time may be requested on a daily basis contingent upon the employee qualifying for overtime payment (excluding excess hours) at the end of the week.
- 203.10 A supervisor shall authorize comp time prior to it being worked.
- 203.11 R Requests for Comp Time shall be logged on the WPD Overtime/Comp Time Log [WPD Form 321-019], which shall be maintained by each bureau. The approving supervisor shall initial the comp time entry in the appropriate box. The supervisor will also enter the comp time into the comp time database on the Police Secure Portal by the end of the shift.
- 203.12 Comp time shall be banked in fifteen-minute (15) increments.

- 203.13 Comp time will be accumulated at rate of 1.5 hours per eligible hour of overtime.
- 203.14 Comp time can only be banked to a maximum of 40 hours.
- 203.15 Any comp time accumulated over the 40-hour limit will not be banked and will be paid in accordance with standard overtime policies.
- 203.16 Comp time cannot be banked for overtime from grant-funded enforcements or outside sources.
- 203.17 Comp time used shall be requested on a WPD Vacation Leave form [WPD form 323-567] and must be approved by a supervisor prior to being taken.
- 203.18 Any comp time used in excess of comp hours available will be charged to the employee's vacation-time.
- 203.19 Comp time in lieu of overtime pay must be elected by the employee at the time the overtime is worked and may not be changed at a later date for the convenience or benefit of the employee.
- 203.20 Comp time may be used in 30-minute increments.
- 203.21 A report of comp hours available is posted by Payroll to the Police Secure Portal Site each pay period. The report is available to all Police supervisors and Bureau secretaries.
- R
- 203.22 All time off charged to comp time will be considered as hours not worked in computing overtime pay.

EDUCATIONAL PAY/TRANSCRIPTS

- 203.23 Educational pay shall be paid to Department members according to established policies in the City of Wichita Personnel Manual, and the Memorandum of Agreement between the City of Wichita and the Fraternal Order of Police.
- 203.24 Eligible members who have earned a degree from an accredited college or university shall submit an official transcript to the Training Bureau Commander for review. If the requirements outlined in 203.23 are met, the educational pay will be approved and the transcript will be forwarded to Payroll for processing. If educational pay is denied, the Department member will be notified by the Training Bureau Commander, detailing the reason(s) for the denial.
- 203.25 If an educational pay request is denied, a member may appeal the decision by submitting an Officer's Report to the Chief of Police, explaining why he/she believes the degree should be approved for educational pay.

BILINGUAL PAY

- 203.26 Any Department member represented by the FOP wishing to be considered for bilingual pay must submit an Officer's Report, through channels, to the Chief of Police, noting the language(s) or language skill(s) he or she possesses. Testing for bilingual pay eligibility shall be administered on an ongoing, as needed, basis.
- 203.27 Testing shall be administered by a review board selected and/or approved by the Chief of Police and will be made up of Department members and members of the community recognized for their language-fluency skills.
- 203.28 A Department member who possesses qualifying linguistic skills or meets signing qualifications as determined by the review board or by a language-fluency evaluation approved by the Chief of Police shall be compensated for the time spent translating in accordance with the FOP contract [paid in fifteen-minute increments] in addition to their base, hourly rate. Compensation must be authorized by a supervisor, and such authorization must be based upon the following:
- R
- A. Authorization must be given prior to the actual performance of the interpretation or translation;
- B. The verbal, written, or sign interpretation must be in excess of seven consecutive minutes per occurrence and must be done while conducting an assigned, formal, police function.
- 203.29 The WPD Overtime/Comp Time Log [WPD Form 321-019] shall be completed by the employee for each occurrence. The approving supervisor will enter the translation time into the FTO/Bilingual database on the Police Secure Portal.
- R
- 203.30 Employees eligible for bilingual pay may be subject to re-evaluation as determined by the Chief of Police.
- 203.31 All employees not represented by the FOP will adhere to the City of Wichita Administrative Regulation 3.8.

FITNESS FOR DUTY

- 203.32 Physical Fitness pay shall be paid to Department members according to established policies in the City of Wichita Human Resources Manual, and the Memorandum of Agreement between the City of Wichita and the Fraternal Order of Police.
- R
- 203.33 Eligible members who have completed the annual physical fitness test will be eligible for the fitness test bonus per the FOP contract.